Documents To Go ™

User Manual for Android

Full user manual, with individual application details and demonstrations of common operations in Documents To Go™ for Android®.

Contents

Documents To Go™ for Android 5
Introduction 5
Installation and Activation 6
Installing Documents To Go™ for Android 6
Activating Documents To Go™ (Full Edition Only) 7
Documents To Go™ Version & Registration Information 8
Welcome Screen 8
Live Folder 9
Opening supported email attachments 10
Sending documents via Email 11
Transferring desktop documents to and from an Android Smartphone 12
USB Storage Mode 12
Card reader 12
Email attachment 12
File management 13
Word To Go™ 14
Document Pagination 14
Changing zoom levels (Full Edition Only) 15
Word document objects (Full Edition Only) 16
Navigation 16
Basic Editing 16
Selection 17
Cut/Copy/Paste (Full Edition Only) 17
Basic Font Formatting (Full Edition Only) 17
Find in file 18
Advanced Editing 19
Creating New Word Documents (Full Edition Only) 19
Advanced Font and Paragraph Formatting (Full Edition Only) 19
Lists – Bullets and Numbering (Full Edition Only) 20

Viewing Tables 21
Creating and Modifying Tables (Full Edition Only) 21
Tracked Changes (Full Edition Only) 21
Using Hyperlinks & Bookmarks 23
Editing & Inserting Hyperlinks (Full Edition Only) 23
Editing & Inserting Bookmarks (Full Edition Only) 24
Viewing and editing comments 25
Inserting a comment (Full Edition Only) 25
Word Count (Full Edition Only) 26
Word To Go™ Preferences 26
Sheet To Go® 27
Navigating an Excel file 27
Viewing Cell Contents 29
Changing Zoom Levels 29
Find 30
Basic Editing 30
Editing cell text (Full Edition only) 30
Cut/Copy/Paste 31
Working with Rows & Columns 32
Freeze Panes 34
Advanced Editing 35
Creating New Excel Documents (Full Edition Only) 35
Inserting Functions 35
Locked files 36
Entering cell references 37
Inputting Operators in Functions 37
Number formatting (Full Edition Only) 37
Cell formatting (Full Edition Only) 39
Working with sheets (Full Edition Only) 40
View and Editing Cell Comments 41
Sorting (Full Edition Only) 42
Sheet To Go® Preferences 42

Slideshow To Go® 43
Navigating your presentation 43
Changing Zoom Levels 44
Opening a Presentation 44
Editing Slide Text & Bullets (Full Edition Only) 45
Selection 46
Cut/Copy/Paste (Full Edition Only) 46
Slide Notes (Full Edition Only) 46
Advanced Editing 47
Creating New PowerPoint Documents (Full Edition Only) 47
Inserting New Bullets (Full Edition Only) 47
Change Bullet Indent Level (FullEdition Only) 47
Inserting and deleting slides 47
Slide Sorter 48
PDF To Go® (Full Edition Only) 49
Navigating a PDF document 49
Changing Zoom Levels 50
View Modes 50
Search 51
Text Selection 51
Bookmarks 51
Appendices 52
Appendix A – File Support 53
File Format Support 53
File Properties 53
Password protected documents (Full Edition Only) 54
Appendix B – Common 55
Menus 55
Undo and Redo actions in a document 55
Document Recovery 55
Preferences 55
InTact Technology™ 55

Documents To Go™ for Android

Introduction

Documents To Go™ is a suite of applications, with one application for each supported Microsoft® Office file format: Word To Go™ for Microsoft® Word, Sheet To Go® for Microsoft® Excel and Slideshow To Go® for Microsoft® PowerPoint.

While using the FREE viewer edition, you will find references (e.g. menu items marked with asterisks*) to features specific to the upgraded Full version. To find out more about Documents To Go™ Full Edition, please see this link:

http://www.dataviz.com/products/documentstogo/android/feature_matrix.html

Related Topics

Free Trial of Documents To Go™ Full

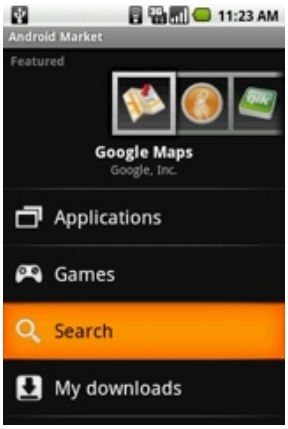
Installation and Activation

Installing Documents To Go™ for Android

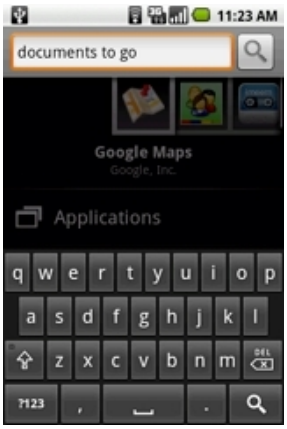
Documents To Go™ for Android can be downloaded and installed on supported devices either via the Android Market, or directly from DataViz.

Android Market

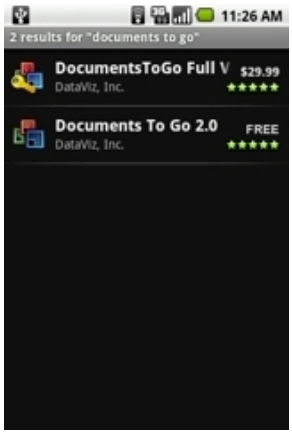
Step 1.
Launch the **Market** app on your Android phone.



Step 2.
Select the **Search** menu.



Step 3.
Search for "**Documents To Go**" or "**DataViz**".



Step 4.
Try the free **Viewer** ("2.0 Main App"), or purchase the **Full Version**.

Direct from DataViz

To have the download link emailed to your Android phone:

1. On your computer, click the following link and enter your email address in step 1:

   Get FREE Viewer Edition

2. Open that email on your Android phone and tap the download link.
3. When the download completes, open the downloaded file and follow the simple installation steps.

To download from the Browser on your Android phone:

1. Open the **Browser** on your Android phone and go to www.dataviz.com.
2. Select the "**Learn More**" link under **Documents To Go**.
3. Follow the links for "**Download FREE Viewer Edition**".
4. Once the installer file is downloaded, open it and follow the steps to complete the installation.

Activating Documents To Go™ (Full Edition Only)

Android Market:

The Full Version Key is a small app which unlocks/activates the premium features contained in the Documents To Go 2.0 Main App (i.e. the free Viewer edition). If the Main App/Viewer is installed first, it will be immediately activated once you purchase & install the Full Version Key. Or, if the Full Version Key is installed first, it will prompt you to download the Main App when you open it (once the Main App is installed, it will be immediately activated as the Full Version).

Follow these steps to get the Documents To Go Full Version Key:

1. Launch the **Market** app on your Android phone.
2. Select the **Search** menu.
3. Search for "**Documents To Go**" or "**DataViz**".
4. Select "**Documents To Go Full Version Key**" and follow the steps to purchase and install it.

Once the Full Version Key app is installed on your phone, Documents To Go will be activated/unlocked. You will see 2 Documents To Go app icons installed on the phone. This is normal, and both must remain installed for the Full Version to work.

Direct from DataViz:

If you have already purchased Documents To Go Full Version directly from DataViz, you do NOT need to uninstall or reinstall anything. All of the "Full Version" features are contained in the "Viewer" application, so all you need to do is unlock those features. Simply follow these steps to activate the Full Version:

1. Open **Documents To Go** on your Android phone.
2. Press the **Menu** button and select "**About Documents To Go**".
3. Press the **Menu** button and select "**Activate**".

   NOTE: *On some models (such as the Motorola Droid) the "Menu" button may look like this:*

Documents To Go will make a brief connection to the internet to check your account information. It should then show an "Activation successful" message to let you know the Full Version has been activated.

If you have not yet purchased Documents To Go Full Version, you can follow the steps here:

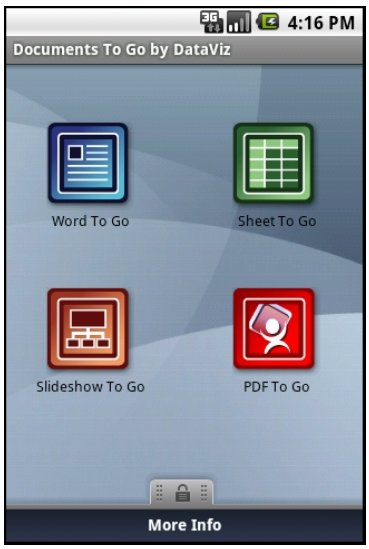
Purchase the Documents To Go Full Version Key for Android

If you have not already done so, that page will help you to install and register Documents To Go FREE Viewer Edition 2.002 or higher. Once it is installed and registered, you can purchase the Full Version Key. Once you purchase the Full Version Key, follow the above steps to activate it on your device.

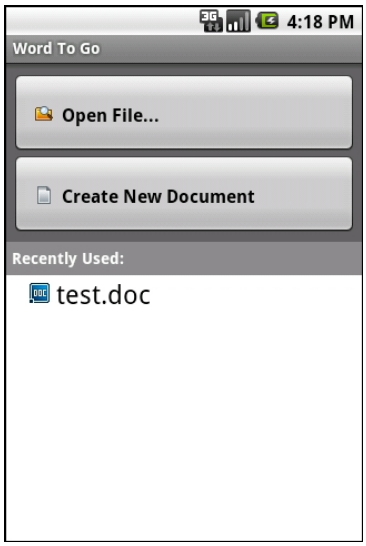
Documents To Go™ Version & Registration Information

Current version and registration information may be viewed in the *About* dialog.

Open Documents To Go™, and from the home screen (pictured below to the left) press **Menu** → **About** (pictured below in the center):



3:54 PM
About
Documents To Go
Featuring InTact Technology™
Edition:
Android Market
Version:
2.003 (590)
Registration Number:
Unregistered
Register Documents To Go
© 2010 DataViz, Inc.
All Rights Reserved
Portions of this product are modifications based on work created and shared by Google and used according to terms described in the Creative Commons 2.5 Attribution License.
The typefaces "Symbol MT", "MT Sorts" and "Sans MT" are trademarks of Monotype Imaging Inc.



Also accessible from the About dialog: **Activate Documents To Go** – Users of the Full Edition can activate a purchased copy to access all features. This option will not be present for users who have activated Documents To Go™ or have had Documents To Go™ pre-configured. Go to **Menu → Activate** from within the **About** dialog to accomplish this.

To check for the latest version of Documents To Go available for your device, press **Menu → Check for Updates** in the *welcome screen* of a Documents To Go application.

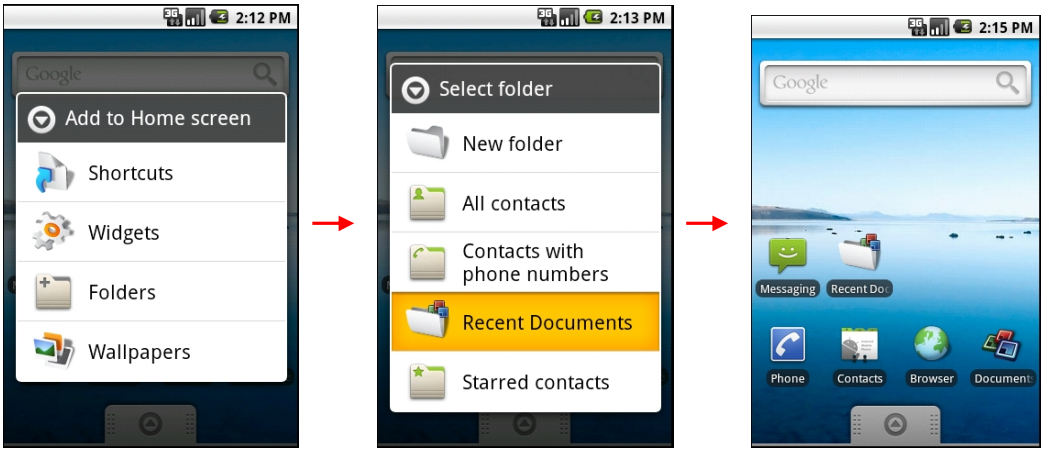
Welcome Screen

From the home screen pictured above on the left, opening any of the applications shown will bring you to the welcome screen. From this screen (pictured above to the right), you can choose **Open a file…** to explore the device or storage card memory to open and edit your documents, as well as also see a list of most recently used documents. Full Edition users may choose **Create a new file…** to generate a new blank document (does not apply to PDF To Go).

Live Folder

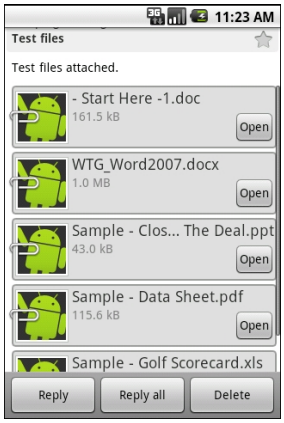
(*Optional*) To add a "live folder" to your Android homescreen for Documents To Go Recently Used files, do the following (pictured below):

1. Tap and hold on an empty space on your home screen.
2. Choose **Folders** from the popup menu.
3. Choose **Recent Documents** from the list.
4. There will now be a **Recent Documents** folder on your home screen.

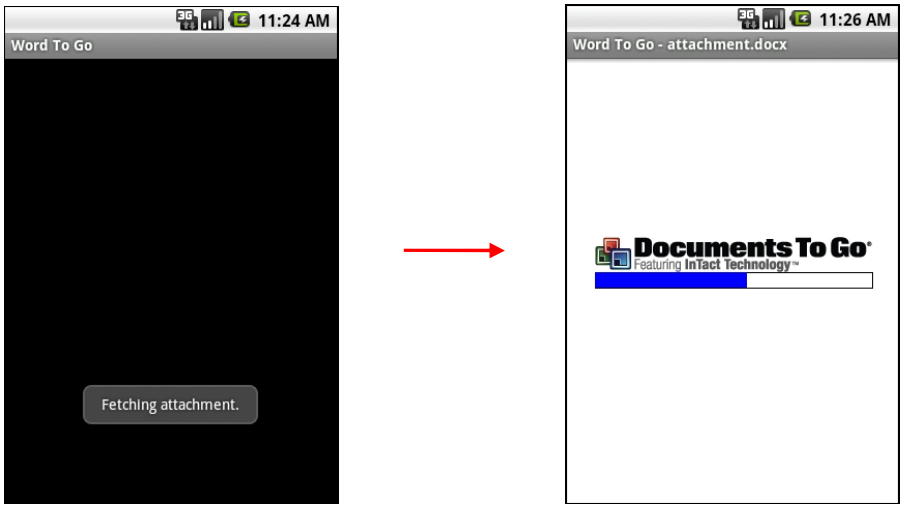


Opening supported email attachments

1. Open your email program of choice, and open an email message that contains an attachment(s):



2. Tap the **Open** option to open the file in Documents To Go:



Sending documents via Email

Documents can be sent either from within a Documents To Go™ application in a new email message, or attached to an existing email message.

While editing the document to be sent…

1. The document is open and being edited in Word To Go™.
2. Press **Menu** → **File** → **Send via Email.**
3. If the document has not been saved after the last edit, you will be prompted to do so before proceeding.
4. Once the document is saved, a new email message is created, with the document present in the message as an attachment.
5. Update the message fields, and **Send.**
6. The attachment will be included with the email message as a native Office document, and will be available for the recipient to use on their computer or Documents To Go™ on their mobile device.

After composing a new email message…

1. Compose your email on the Android device.
2. While the message is open and being edited, press **Menu** → **Attach File.**
3. Browse device or media card memory for the document you wish to attach, and click it when it is highlighted.
4. The document will be added to your email message to be sent as an attachment to that message
5. Update the message, and **Send.**

Transferring desktop documents to and from an Android Smartphone

USB Storage Mode

You can copy files to the SD card in your Android phone by connecting it to a computer with a USB cable, then mounting the SD card as a removable storage device. This allows you to browse though the files and folders on the card, and copy files to or from it. To mount the SD card on the computer:

1. Connect the Android phone to a computer using its **USB cable**.
2. On the phone, slide down the **Status Bar** from the top of the screen.
3. Select the "**USB connected**" notification, then select the **Mount** button.
4. On the computer, if you are asked about what to do, select "**Open folder to view files**".
5. If the SD card folder does not appear, go to **My Computer** and find it under **Removable Storage**.

Card reader

You can copy files to your SD card if you have a compatible card reader for your computer. Take the SD card out of the phone and insert it into the card reader. The card will mount as a disk on your computer, just like using USB Storage Mode. You can copy files to the Documents folder on the SD card, or to another folder of your choice. You can also copy files from the card to the computer.

Email attachment

You can send files as email attachments from your computer to your Android phone. When you receive the email on the phone, open the message and download/save/open the attachment.

File management

Android phones store files on an SD card just like a desktop computer stores files on a hard drive. Documents To Go requires an SD card to function since the Android OS doesn't provide for the ability for Documents To Go to save files to device memory.

Documents To Go is not used to manage files on the handheld, just as Word and Excel are not used to delete files from a computer. However, Android devices do not have a built-in option to delete files. Therefore, in order to delete files, you need to connect the phone to a computer and mount the SD card as a removable storage device:

1. Connect the Android phone to a computer using its **USB cable**.
2. On the phone, slide down the **Status Bar** from the top of the screen.
3. Select the "**USB connected**" notification, then select the **Mount** button.
4. On the computer, if you are asked about what to do, select "**Open folder to view files**".
5. If the SD card folder does not appear, go to **My Computer** and find it under **Removable Storage**.

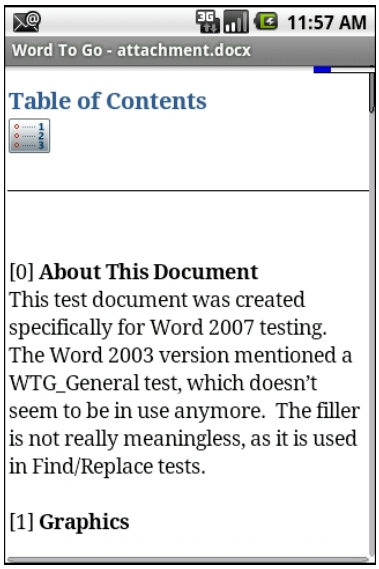
You can browse through the folders on the card and perform whatever operations you like.

NOTE: Another option would be to download a file browser application from the Android Market (there are several available, both paid and free) to facilitate file management WITHOUT needing to connect to a PC.

Word To Go™

Document Pagination

Similar to Microsoft Word on the desktop when a document is opened, a file's contents will be loaded sequentially. The time it takes to *paginate* a document will depend on how large and complex that document is. The status of pagination is displayed in the upper right hand corner of the screen:


11:57 AM
Word To Go - attachment.docx
Table of Contents
[0] About This Document
This test document was created specifically for Word 2007 testing. The Word 2003 version mentioned a WTG_General test, which doesn't seem to be in use anymore. The filler is not really meaningless, as it is used in Find/Replace tests.
[1] Graphics

← Pagination progress bar

- During pagination certain features in **Word To Go™** are disabled, such as Editing.
- Some actions in **Word To Go™** will cause the document to re-paginate, such as changing the *Zoom* level.

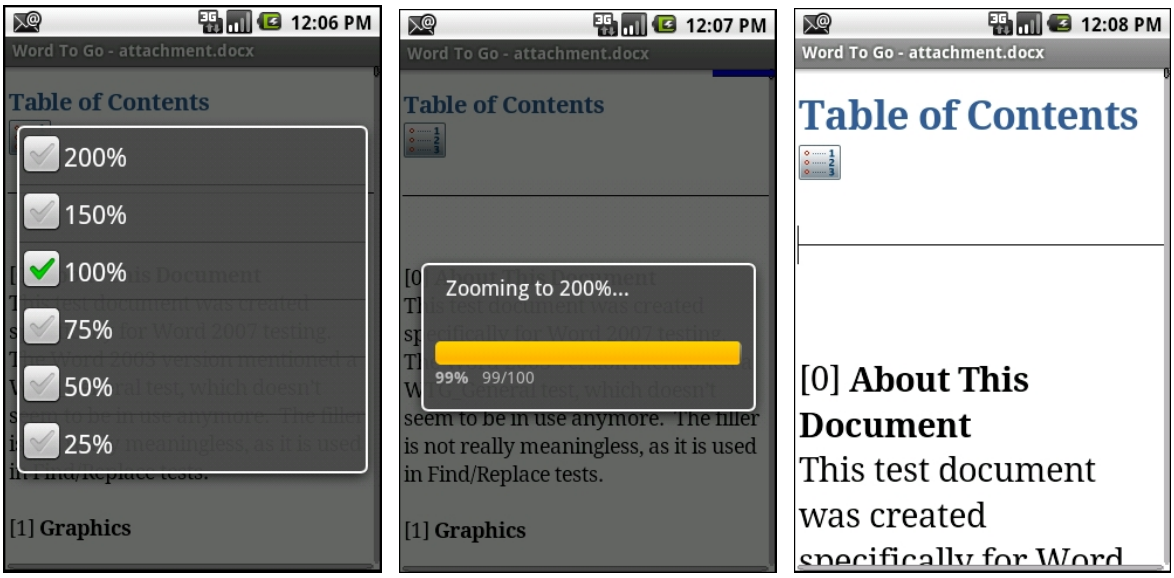
  In these cases, **Word To Go™** will switch to *View Mode* and the cursor will return to the top of the document.

  (edits made in between paginations will still be present in the document)

Once pagination is complete, editing and other formatting options become available.

Changing zoom levels (Full Edition Only)

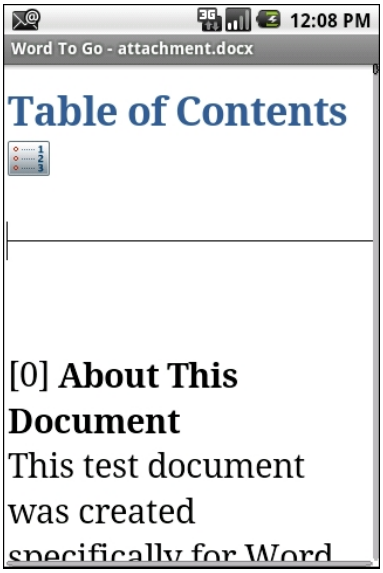
There are several zoom levels available to choose from in Word To Go™ to magnify text and objects: 25%, 50%, 75%, 100% *(default)*, 150%, 200%. Press **Menu** → **Zoom** to change between zoom levels:



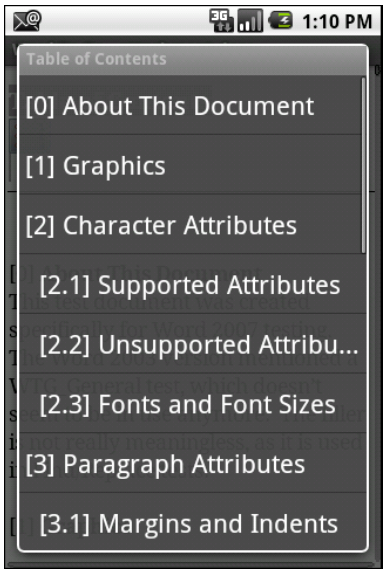
***Note**: Changing between zoom levels will cause the document to re-paginate.*

Individual graphics may also be selected for zoom. Select and click a graphic in a document to open the graphic; tap on the graphic, then use the (+) and (-) icons at the bottom of the screen to zoom in or out. Press **Back** to close the graphic and return to the document.

Word document objects (Full Edition Only) – Tap on a document object *(i.e. items in the document that don't look like basic text)*, such as the table of contents icon pictured below; once highlighted, click the object. The object will react:



The object will react; in this example, the textbox contents will be shown in a pop-up window onscreen (shown to the right.



A popup window can be closed by pressing **Back**, to return to the main document. Other items such as textboxes or graphics may be activated by tapping on them like the above example.

***Note**: In the Viewer Edition these object icons will appear, but the underlying content cannot actually be viewer, with the EXCEPTION of Table of Contents, which CAN be viewed in the Viewer Edition.*

Navigation

In addition to swiping the screen to scroll the document, menu shortcuts are also available to jump to different locations in an open document. Go to **Menu** → **View** → **Go** to find the following options (Full Edition Only):

Go to Top – Jump to the top of a document
Go to Bottom – Jump to the bottom of a document
Go to Bookmark – Displays a list of bookmarks to which you can jump

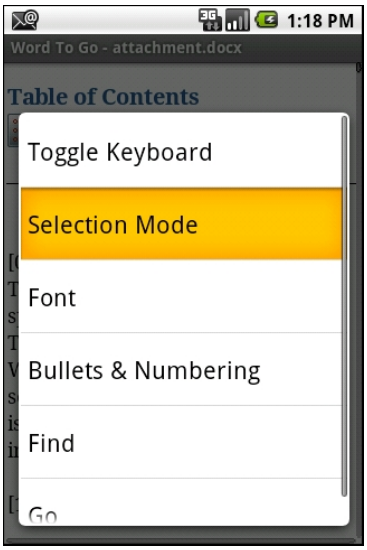
Related Topic
Using Hyperlinks & Bookmarks

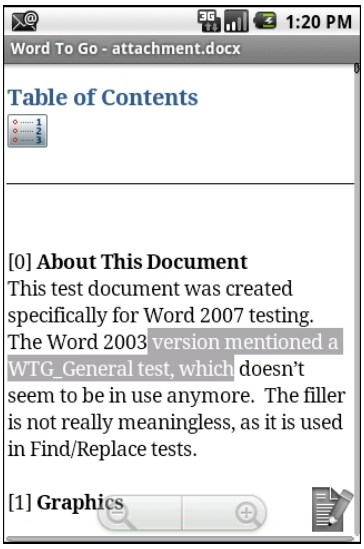
Basic Editing

***Note**: All editing features discussed can be viewed in the document using the Viewer Edition, but cannot be changed or edited.*

Selection

Text and objects can be selected in Word To Go™ to perform formatting operations, and also to cut/copy/paste the selected portions of the document. To select text and objects:




1:20 PM
Word To Go - attachment.docx
Table of Contents
[0] About This Document
This test document was created specifically for Word 2007 testing. The Word 2003 version mentioned a WTG_General test, which doesn't seem to be in use anymore. The filler is not really meaningless, as it is used in Find/Replace tests.
[1] Graphics

Press the **Shift** key on your device (if your device has a keyboard), then grow or shrink the selected area by scrolling the cursor.
or
Enable **Selection Mode** via the menu, and then grow or shrink the selected area by scrolling the cursor. **Selection Mode** can also be toggled by tapping and holding somewhere on the file, and choosing **Selection Mode** from the contextual menu.

While selection is enabled, moving the cursor will grow or shrink the selected area. You can now either edit and format the selected region, or press the **Back** button to cancel text selection and resume editing or navigation.

The entire document can also be selected by pressing **Menu** → **Edit** → **Select All**.

Cut/Copy/Paste (Full Edition Only)

Text with font and paragraph formatting may be cut/copy/pasted from one area of a document to another from the menu.

Selected text can be copied from outside of Word To Go™, and pasted into a Word document. Text can also be pasted from Word To Go™ to other applications, such as new messages *(text pasted to and from Android applications will not be formatted)*.

Complex objects are not supported with paste; when copying and pasting text that includes objects such as images or tables, only text will be pasted.

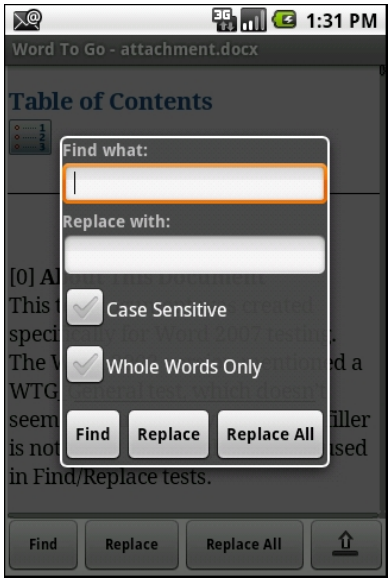
Basic Font Formatting (Full Edition Only)

Basic font formatting operations such as Bold, Italic, and Underline *(several styles)* can be applied to selected text. These formatting options can be applied by selecting text and pressing **Menu** → **Format** → **Bold** / **Italic** / **Underline**.

Additional underline styles can be selected in the format dialog by selecting text and pressing **Menu** → **Format** → **Font**. The current font and font size may also be viewed in the same dialog:

Find in file

Text can be searched for within an open Word document by using the **Find** function.



Find in file

1. Press **Menu** → **View** → **Find**
2. Input the text to find in *Find what*, and click **Find**

Replace / Replace All (Full Edition Only)

1. **Menu** → **View** → **Find**
2. Input the text to be replaced
3. Input the text to replace what is found in #3
4. Click **Replace**, or **Replace All**

Find Options

Case Sensitive – Enable this option to find only text that matches upper/lower case of what you search for exactly.

Words Only – Enable this option to search only for an exact match of all words; the Find operation will not report partial matches of the *Find what* text when this is enabled.

Advanced Editing

***Note**: All editing features discussed can be viewed in the document using the Viewer Edition, but cannot be changed or edited.*

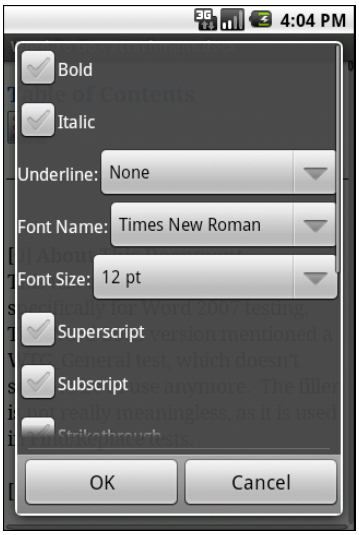
Creating New Word Documents (Full Edition Only)

New Word documents may be created in one of two formats, either *.doc* (Microsoft Office 2003/2004 and prior) or *.docx* (Microsoft Office 2007/2008).

New documents may be created from either the *welcome screen* by selecting **Create a new file…**, or by pressing **Menu** → **New** in the same screen or while a Word document is open.

Advanced Font and Paragraph Formatting (Full Edition Only)

Formatting operations can be performed on either a selection of text, or at a particular spot in a document.



To apply font or paragraph formatting:

1. Either select text to format, or place the cursor in the desired location.
2. Press **Menu** → **Format** → **Font** / **Paragraph.**
3. Choose one or more of the available formatting options.
4. Press **OK** to save changes and apply the formatting.
   NOTE: These options will also be available in the contextual menu accessed by tapping and holding on the screen while viewing your document.

Available font formatting

Choose a single or multiple attributes at once:

- Font name and font size[1]
- Bold, Italic, Underline *(several varieties)*
- Text color and text highlight color
- Superscript, subscript, strikethrough, double strikethrough, small caps, and all caps

Available paragraph formatting

- Alignment – Left/Center/Right/Justify/Distributed

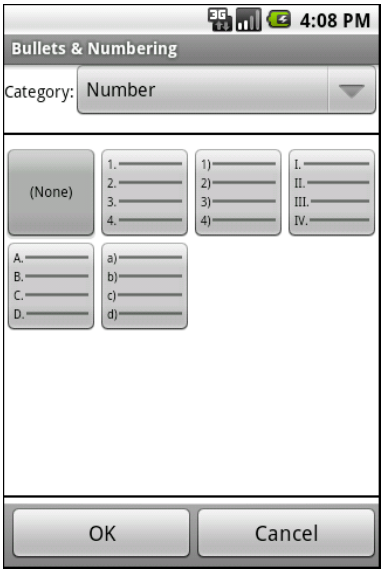
[1] Font availability is limited by what is already present in the document; some fonts not directly supported may appear as a default font in Word To Go™, but when viewed in Word on the desktop, the font will appear as expected.

- Indent left, right
- Special indent (first line, hanging)
- Spacing before and after paragraphs
- Line spacing (single, 1.5 lines, double, at least, exactly, multiple)

The indent level of lines and paragraphs may also be increased or decreased pressing **Menu** → **Format** → **Increase** / **Decrease Indent**.

Lists – Bullets and Numbering (Full Edition Only)

New bulleted or numbered lists can be created in Word To Go™ and existing bulleted or numbered lists in Word documents can be modified.



Types of lists

Bullet – 3 bullet styles available.

Number – 5 bullet styles available.

Outline – 4 styles available.

In Use – Number of styles available depends on what styles exist in the document.

To create a new list, or format an existing list

1. Enable **Edit Mode**
2. Tap on the desired location for the list
3. Press **Menu** → **Format** → **Bullets & Numbering**
4. Choose the desired list category type and choose a list style
5. Press **OK.**

To remove list formatting from a list choose **(None)**, then press **OK**.

Other list formatting options

These options are only available in this dialog for an existing list.

Restart Numbering – Choose this option to cause the current selected list item to start over in the count of the number of list items at that point.

Continue Numbering – While formatting an existing list, the list numbering can either be continued, or restarted as a new list, respect

Viewing Tables

Tables will appear in a document similar to Word on the desktop. Tapping on a cell will make an insertion point in that cell. In the Full Edition this text can be edited. The same text editing and formatting functionality is available within tables as in the rest of the document.

Fit tables within the screen

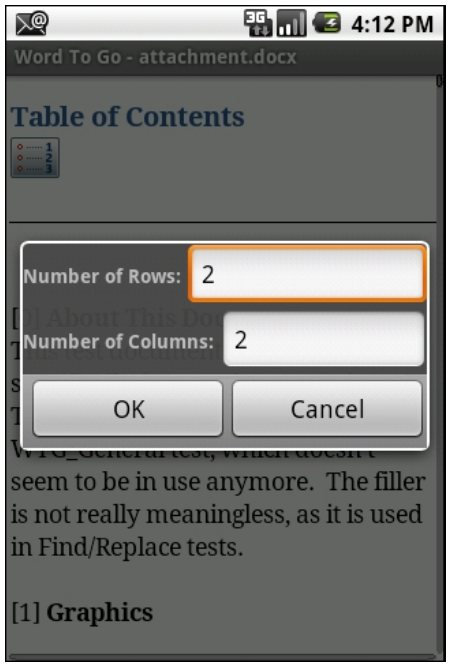
Enable the option **Compressed Table View** in the Word To Go preferences, to fit tables within the screen width:

1. Press **Menu** → **More** → **Preferences**
2. Enable **Display tables in compressed view**
3. Press **Back** and **Save** changes; the document will re-paginate after selecting this option and tables will now fit within the screen width

Creating and Modifying Tables (Full Edition Only)

Creating new tables

1. Press **Menu** → **Insert** → **Table.**
2. Choose the number of rows and columns to be contained in the table, and press **OK** to insert the table.


4:12 PM
Word To Go - attachment.docx
Table of Contents
Number of Rows: 2
Number of Columns: 2
OK
Cancel
seem to be in use anymore. The filler is not really meaningless, as it is used in Find/Replace tests.
[1] Graphics

Modifying Table Structure

Table rows can be inserted and deleted in a table, where the cursor is placed.

To access these table operations:

1. Place insertion point in the table.
2. Press **Menu** → **Table.**
3. Edit table parameters as desired.

Tracked Changes (Full Edition Only)

Word allows users to view previously tracked changes[2] made by authors in a Word document on the desktop.

[2] Word To Go™ does not currently track changes made while editing on the Android Smartphone, and will only display previous desktop tracked changes.

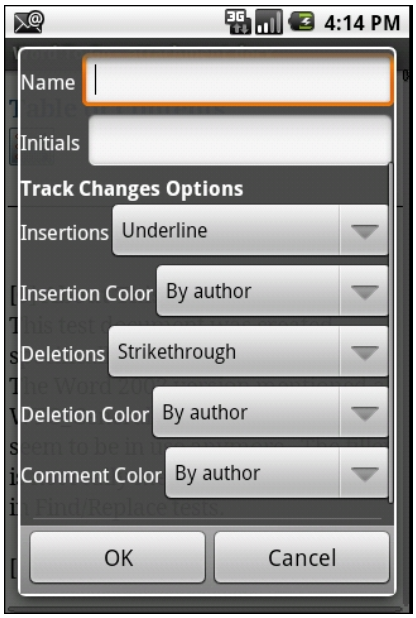
Showing tracked changes

All tracked changes will be shown by default**.**

To hide tracked changes, press **Menu** → **More** → **Preferences**, and choose NONE under the **Insertions** and **Deletions** dropdown menus in the **Track Changes Options** section**.**

Tracked changes will appear when the insertion point is inside the tracked text. The change pop-up contains the author of the change, the date and time of the change, as well as the type of operation (insertion or deletion).

By default, strikethrough indicates deleted text, and underline indicates inserted text. These defaults can be changed via document preferences in Word To Go, see below for more details.



Tracked changes preferences

The appearance of both inserted and deleted text may be changed per-document, according to user preference. This is a preference for the document in Word To Go and won't affect how the document will appear in Word on the desktop. Access the preferences in the open Word document by pressing **Menu** → **Preferences**.

The style of insertions and deletions can be altered: (None), Color only, Bold, Italic, Underline, Double underline, and Strikethrough.

Insertion, deletion, and comment color can be changed to the default per user, or a specific color can be chosen.

After changing the desired preferences, press **OK** to save changes.

Using Hyperlinks & Bookmarks

Hyperlinks and E-mail Addresses

Hyperlinks that exist in a document may be activated by tapping on them; after confirming to open the hyperlink, the web browser will then open the link or compose a new message if the link was a *mail to:* link.

Bookmarks (Full Edition Only)

Existing document bookmarks can be navigated to via the bookmarks list. Access document bookmarks by pressing **Menu** → **View** → **Go to Bookmark** to display a list of available bookmarks, press on the bookmark name to jump to that location in the document.

Editing & Inserting Hyperlinks (Full Edition Only)

Existing hyperlinks may be edited in Word To Go™ and new selectable hyperlinks may also be inserted within the document.

An existing hyperlink may be edited to change either the address or text displayed, or remove the link:

1. Select the link by rolling the cursor over the link.
2. Press **Menu → Format → Hyperlink.**
3. Change the display or address of the link, or remove the link.
4. Press **Back** and **Save** changes.

To insert a new hyperlink into a document:

1. Select text to be made into a hyperlink, or place insertion point where link is to be inserted.
2. Press **Menu → Insert → Hyperlink.**
3. Input the text to display and address for the hyperlink.
4. Press **Back** and **Save** changes and insert the hyperlink.

Editing & Inserting Bookmarks (Full Edition Only)

Existing bookmarks may be edited in Word To Go™, and new bookmarks may also be inserted within the document.

To rename or delete an existing bookmark:

1. Press **Menu** → **Format**→ **Bookmark.**
2. Highlight a bookmark and press **Menu.**
3. Rename or delete bookmarks. *(Bookmark names must begin with a letter and contain letters and numbers only; spaces are not allowed in bookmark names)*
4. Press **Back** and **Save** changes.

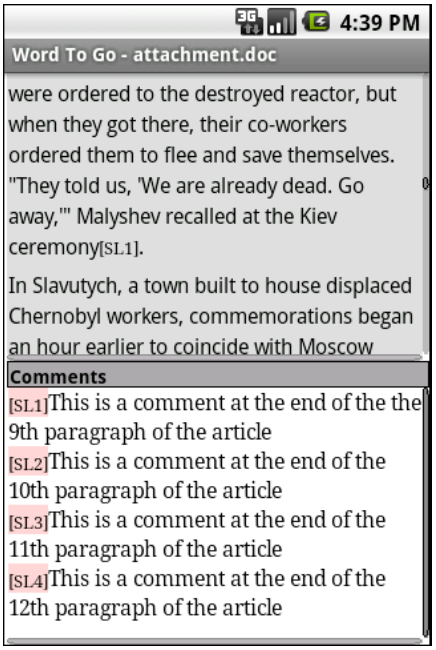
To insert a new bookmark into a document:

1. Place insertion point in desired position for bookmark.
2. Press **Menu** → **Insert** → **Bookmark.**
3. Input a name for the bookmark. *(Bookmark names must begin with a letter and contain letters and numbers only; spaces are not allowed in bookmark names)*
4. Press **Back** and **Save** changes.

Document bookmarks may be accessed by pressing **Menu → Go to Bookmarks**.

Viewing and editing comments

Comments that exist in a document may be viewed by selecting and clicking the comment icon. A sub-window will then open and display the document comments sequentially in order of appearance.


4:39 PM
Word To Go - attachment.doc
were ordered to the destroyed reactor, but when they got there, their co-workers ordered them to flee and save themselves. "They told us, 'We are already dead. Go away,'" Malyshev recalled at the Kiev ceremony[SL1].
In Slavutych, a town built to house displaced Chernobyl workers, commemorations began an hour earlier to coincide with Moscow
Comments
[SL1]This is a comment at the end of the the 9th paragraph of the article
[SL2]This is a comment at the end of the 10th paragraph of the article
[SL3]This is a comment at the end of the 11th paragraph of the article
[SL4]This is a comment at the end of the 12th paragraph of the article

Comment icons appear as the comment author's initials contained within highlighted brackets:

Tap the comment icon, and click to display the comment text.

A sub-window will open at the bottom of the screen, and the cursor will be placed there inside the comment text. Comment text may be selected and copied here.

If there is more than one comment shown in the sub-window, you may jump to the other comments by highlighting and clicking that comment icon.

Press **Back** to close the comment sub-window and return to the main document.

Comments may also be viewed by pressing **Menu** → **View** → **Comments**.

Editing a comment

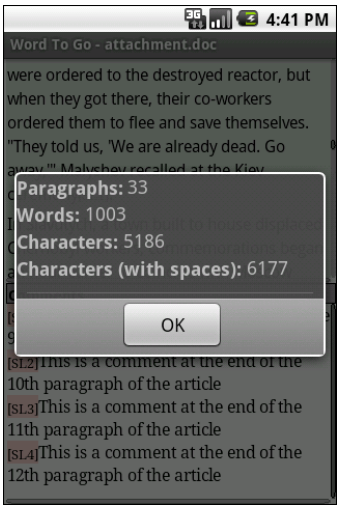
Open a document comment as described above. With the insertion point in the sub-document containing the comment text, edit or format the comment text. Press **Back** to commit the actions and return to the main document.

Inserting a comment (Full Edition Only)

1. Select the text you wish to comment on, or place the cursor where the comment should appear in the document.
2. Press **Menu** → **Insert** → **Comment.**
3. Input the comment text and format as desired.
4. Press **Back** to save the new comment text.

Word Count (Full Edition Only)

View the number of paragraphs, words, characters, and characters *(with spaces)* in an open Word document. To see a summary of items counted, press **Menu** → **More** → **Word Count** (pictured to the right).


4:41 PM
Word To Go - attachment.doc
were ordered to the destroyed reactor, but when they got there, their co-workers ordered them to flee and save themselves. "They told us, 'We are already dead. Go
Paragraphs: 33
Words: 1003
Characters: 5186
Characters (with spaces): 6177
OK
10th paragraph of the article
This is a comment at the end of the 11th paragraph of the article
This is a comment at the end of the 12th paragraph of the article

Word To Go™ Preferences

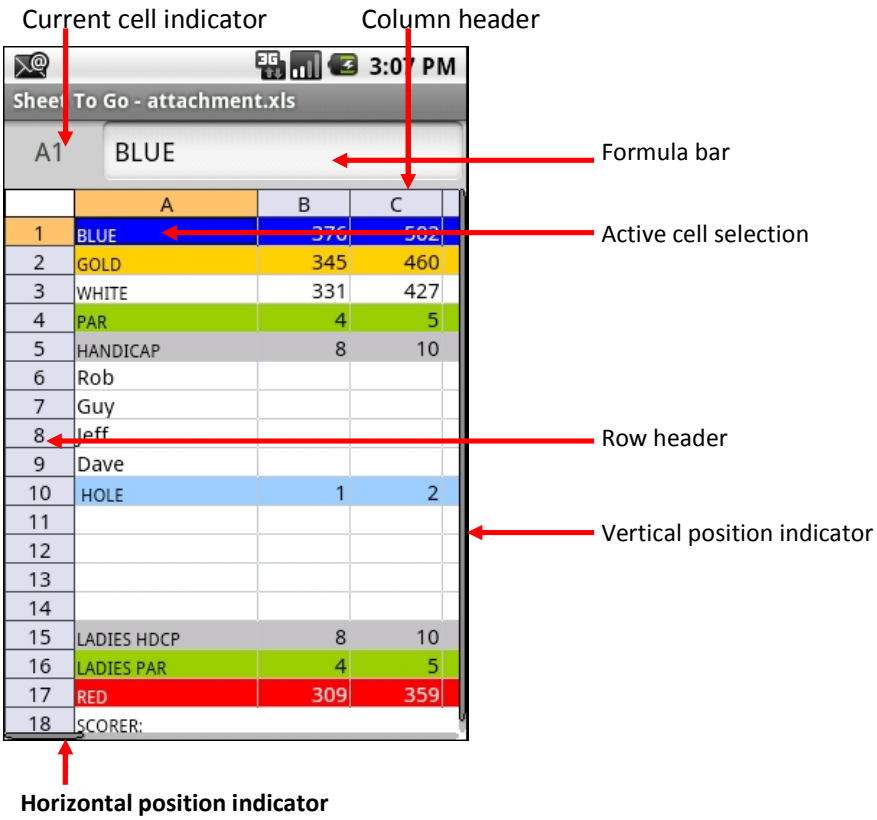
Access preferences in Word To Go™ by opening a Word document, and then pressing **Menu** → **More** → **Preferences**:

- **Display tables in compressed view** – Enable this option to fit tables within the screen width for easier viewing.
- **Name & Initials** – This name will appear in new document comments.

For details on Track Changes preferences, please see the Track Changes section.

Sheet To Go®

Excel documents opened in Sheet To Go® will have a familiar spreadsheet layout such as found in Microsoft Excel[3]. A selection highlight is present to show your current location in the spreadsheet; the cell selection can be moved around the screen by tapping the dragging, or by moving the cell highlight using directional pad (if your device has one)



Navigating an Excel file

Existing files that are opened in Sheet To Go® open to the area of the file which was last selected in Excel. Similar to Excel, selected cells will have the row and column headers highlighted, and the selected cells will be shaded to indicate selection. The active cell can be changed and the sheet can be navigated by scrolling on the device in the desired direction. Press **Menu** → **View** → **Go** for more navigation options:

[3] Some features of Excel such as embedded objects or data validation controls will not be shown in the spreadsheet when viewed in Sheet To Go. These features will not be removed or altered while editing in Sheet To Go, and will be accessible again once the spreadsheet is opened in Excel on the desktop.

Home – Jump to the first cell in a column at the top of a sheet
Choose Home once more to jump to the first column in the row

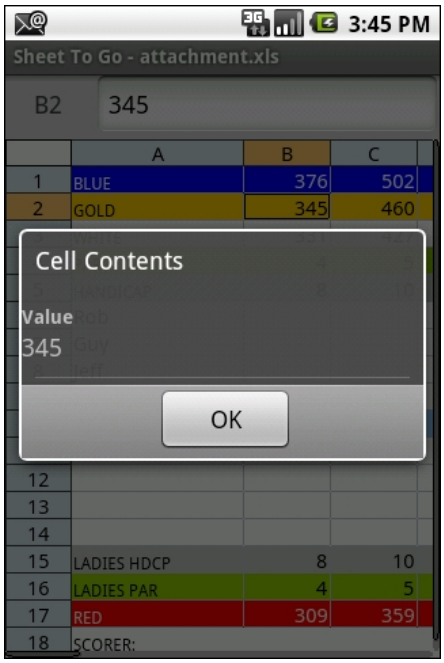
To Cell – Jump to a specific valid cell in the current spreadsheet

End – Jump to the last populated cell in a column
Chose End once more to jump to the last populated column in the row

Press **Menu** → **View** → **Worksheets** to show other sheets present in the Excel file, and choose the desired sheet to display.

Viewing Cell Contents

Select a cell to view the contents of the cell in the formula bar. Tap in the formula bar to scroll the cell text; if there is more text than can be shown in the formula bar, the formula bar will expand to allow you to scroll to view more text. This will also bring up the onscreen keyboard to enable typing if applicable.



Cell value or cell value & formula

A cell containing a formula will show the value in the grid and the formula in the formula bar.

To view both the formula of a cell as well as the value of formula, select the cell and press **Menu** → **View** → **Cell Contents.**

Note: *Fields are not editable in this dialog*

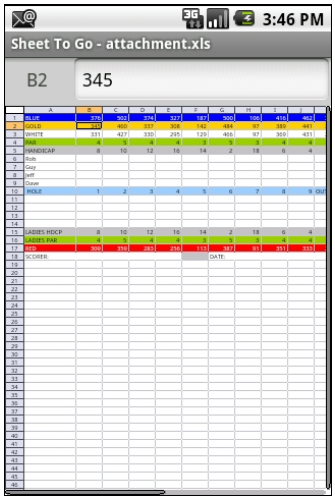
Changing Zoom Levels

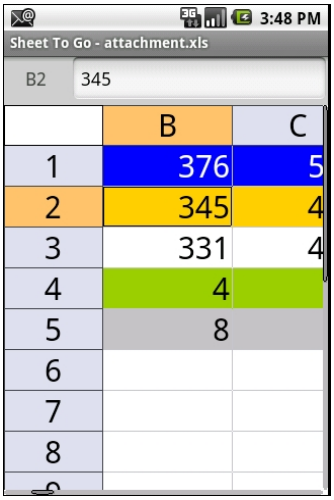
A number of zoom levels are available in Sheet To Go® to enlarge the size of the cells and content in the grid of the spreadsheet: 25%, 50%, 75%, 100% *(default)*, 150%, 200%.

To change between zoom levels, **Menu** → **View** → **Zoom** to change between zoom levels. The zoom level will change and the screen will show the new zoom level.

Zooming out to smaller sizes (such as 25%-50%) may allow you to see the overall layout more easily than panning around at a close zoom level.

Zoom level at 25% compared to zoom level at 200% shown to the right.

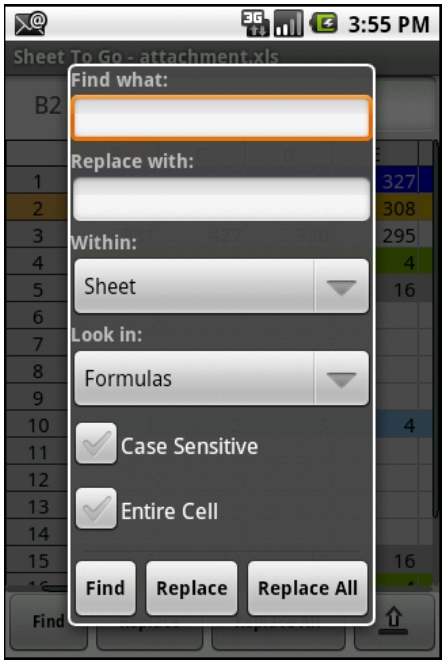




Find

Excel workbooks and worksheets can be searched for numbers and text by using the Find feature.

Access Find by pressing **Menu** → **View** → **Find:**



Find options

Find what – Text to search for within the Excel file

Replace with (Full Edition Only) – When the text is found during a Replace/Replace All operation, swap the found text with this

Within – Search either only in the current worksheet, or within the entire workbook

Look in – Specify where to look for the *Find what* text within a worksheet

Formulas – Search the actual formula text for the *Find what* text
Values – Look in the calculated results of formulas for the *Find what* text
Comments – Find will search sheet comments for the *Find what* text

Case Sensitive – Match the case of the *Find what* text exactly when searching cells

Entire Cell – Search for cells that contain only what is in *Find what*

Find – Begin the operation to search for text in *Find what*

Replace (Full Edition Only) – Search for the first occurrence of the text in *Find what*. Press **Replace** once more to replace the selected text with the text in Replace with.

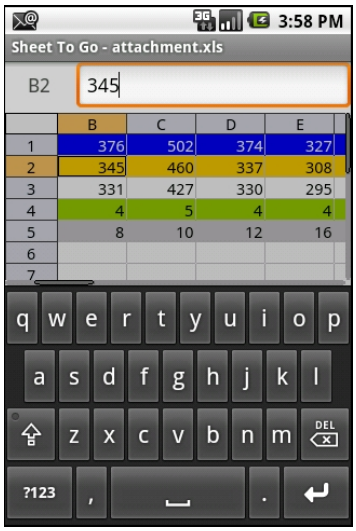
Replace All (Full Edition Only) – Performs a **Replace** operation for every occurrence of the text in *Find What*

Basic Editing

Editing cell text (Full Edition only)

Text in the formula bar behaves just like other text fields in the Android OS. Text can be highlighted and also cut/copied/pasted within the cell and to other cells in the file. To select text, press **Menu** → **Edit** → **Select**. Basic editing options can be found by choosing **Menu** → **Edit.**

To overwrite existing text in a cell, select a cell and begin inputting text; the existing text will be overwritten and replaced with the new text.



To add to existing text, select a cell and tap in the formula bar; an insertion point will be inserted into the formula bar and text and now be added and edited.

The orange outline around the formula bar, the insertion point, and the presence of the keyboard indicate that the cell is being edited.

If there is more text than fits on one line, the formula bar will expand to fit more text and may be scrolled.

After editing is complete, press **Enter** or click to save the edits to the cell and return to selecting cells in the grid.

Cut/Copy/Paste

Sheet To Go® supports cut/copy/paste of single or multiple cells in a spreadsheet.

To select multiple cells

Press and hold the Shift key and grow or shrink the selection using the directional pad (if applicable), or enable Selection Mode by pressing **Menu** → **Select** and grow or shrink the selection using the cursor.

Cut, copy, or paste in a spreadsheet

1. Select the cell(s).
2. Press **Menu**, or click to access editing options.
3. Choose either **Cut**[4] or **Copy.**
   You can now switch to a different sheet, or go to a specific cell: **Menu** → **Worksheets** or **Menu** → **Go**
4. Select the desired destination cell(s).
5. Press **Menu** → **Paste.**

Cell text and font formatting shown in the original cell in Sheet To Go® will be pasted to the destination cells. Text may be cut, copied, and pasted among worksheets of the current workbook; cut, copy and paste are not supported between workbooks *(i.e. different Excel files)*.

To copy text from Sheet To Go to another application, select the text from within the formula bar, and **Copy**. Text copied from the formula bar in this manner may then be pasted to other applications (cells copied from the 'grid' may not be pasted to other applications).

[4] Cells that have been cut will not appear differently *(i.e. an outline in Excel)* until the cut region is pasted; after pasting the Cut region will be removed from the sheet.

Working with Rows & Columns

A number of operations are available to work with rows and columns in a spreadsheet.

Selecting Rows and Columns

To select a row or column, tap and drag on the column or row header to select the desired rows/columns. If this is done while NOT in Selection Mode, Selection Mode will automatically be invoked.

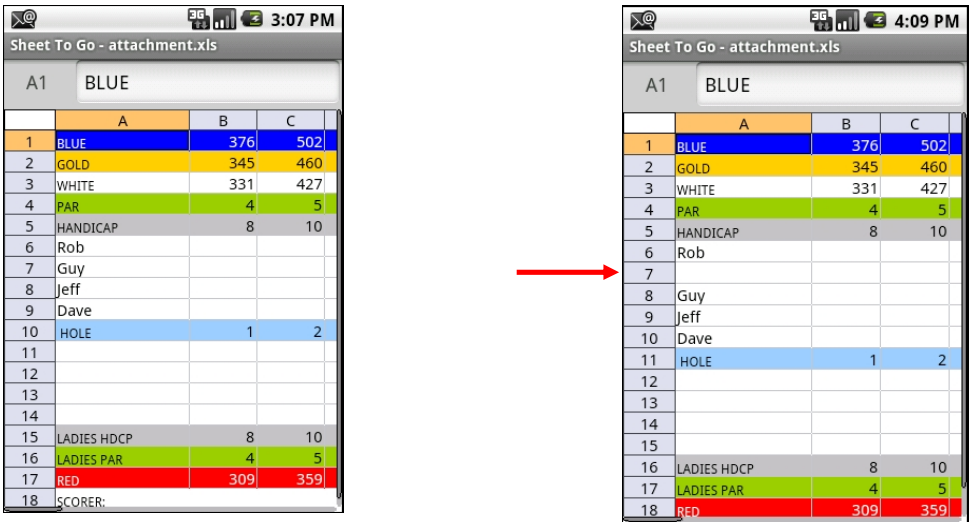
Inserting and deleting Rows and Columns

Rows and columns may be inserted and deleted in Sheet To Go®.

***Note**: It is not possible to undo or redo row and column insert/delete actions*

To insert a single row or column, select the target area for the insert *(rows are inserted beneath the current cell selection, and columns are inserted to the right of the current cell selection)* and press **Menu** → **Insert** → **Row** / **Column.**

A sheet before *(left)* and after *(right)* inserting a row into a worksheet:



	A	B	C
1	BLUE	376	502
2	GOLD	345	460
3	WHITE	331	427
4	PAR	4	5
5	HANDICAP	8	10
6	Rob		
7	Guy		
8	Jeff		
9	Dave		
10	HOLE	1	2
11			
12			
13			
14			
15	LADIES HDCP	8	10
16	LADIES PAR	4	5
17	RED	309	359
18	SCORER:		

	A	B	C
1	BLUE	376	502
2	GOLD	345	460
3	WHITE	331	427
4	PAR	4	5
5	HANDICAP	8	10
6	Rob		
7			
8	Guy		
9	Jeff		
10	Dave		
11	HOLE	1	2
12			
13			
14			
15			
16	LADIES HDCP	8	10
17	LADIES PAR	4	5
18	RED	309	359

To delete a single row or column, select a cell in the row or column to be deleted and press **Menu** → **More** → **Delete** → **Row** / **Column**.

Inserting and deleting multiple rows and columns

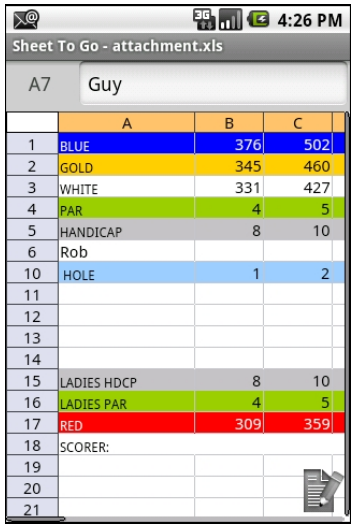
To insert or delete multiple rows in a spreadsheet, select the number of cells for the desired number of rows or columns to be inserted or deleted and press **Menu** → **Insert** → **Row** / **Column**.

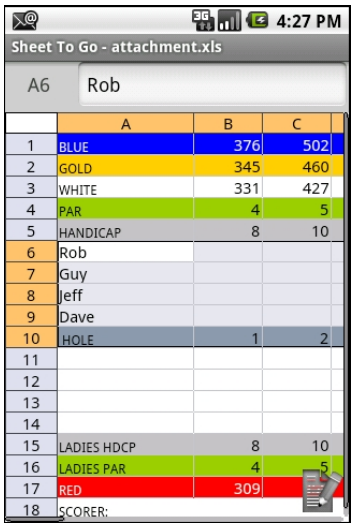
Hiding Rows and Columns (Full Edition Only)

Single or multiple rows or columns may be hidden or unhidden. To hide a row or column, select that row or column, or select a cell in that row or column and press **Menu** → **More** → **Row** / **Column** → **Hide** / **Unhide**.

To unhide multiple rows or columns, select the rows or columns to either side of the hidden area, and unhide.

An example of hidden rows *(left – before)* and after choosing to Unhide rows *(right – after):*



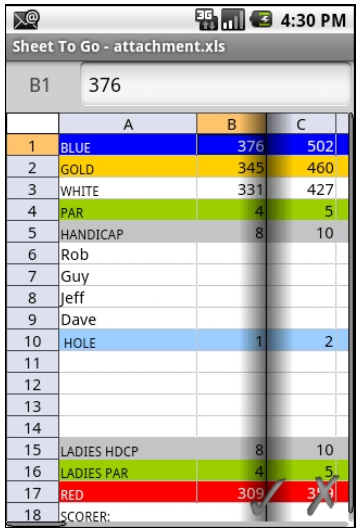


Resizing Rows and Columns

To change the height of a row or the width of a column, select a cell in the row or column and press **Menu** → **More** → **Row** / **Column** → **Height / Width**

A divider will appear on the screen representing the new row or column boundary.

Move the divider to the left or right to increase or decrease the size of the row or column and then click to save the size and see the change in the spreadsheet.

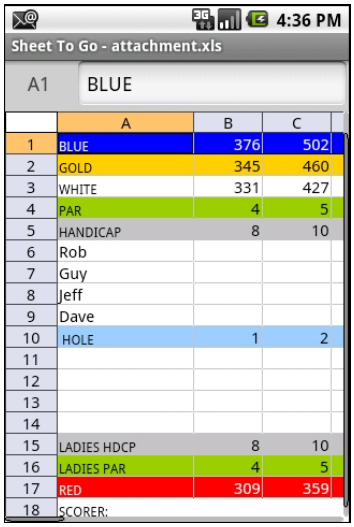


Freeze Panes

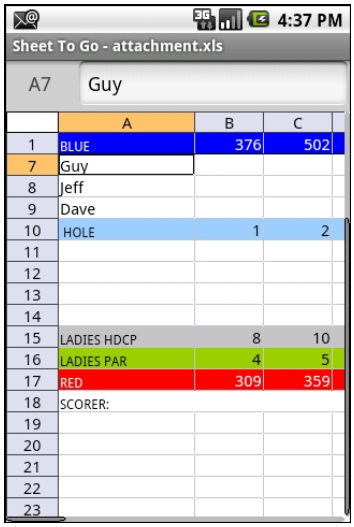
Enable **Freeze Panes** in a worksheet to keep specific rows or columns on the screen even when scrolling elsewhere in the sheet; this may be useful in documents that contain column headers or labels.

To freeze the first row and keep it visible while you scroll, select cell A2 and press **Menu** → **View** → **Freeze Panes**.

A solid line will appear along the bottom of the first row, and the row will remain visible while you scroll the rest of the document. A frozen top row is pictured below *(left)* and the same sheet is also shown after scrolling away from cell A1 *(right)*. Note how the first row will stay visible after cell A1 is no longer in view:



	A	B	C
1	BLUE	376	502
2	GOLD	345	460
3	WHITE	331	427
4	PAR	4	5
5	HANDICAP	8	10
6	Rob		
7	Guy		
8	Jeff		
9	Dave		
10	HOLE	1	2
11			
12			
13			
14			
15	LADIES HDCP	8	10
16	LADIES PAR	4	5
17	RED	309	359
18	SCORER:		



	A	B	C
1	BLUE	376	502
7	Guy		
8	Jeff		
9	Dave		
10	HOLE	1	2
11			
12			
13			
14			
15	LADIES HDCP	8	10
16	LADIES PAR	4	5
17	RED	309	359
18	SCORER:		
19			
20			
21			
22			
23			

To freeze panes at another location in the sheet, select the cell in the sheet and **Freeze Panes.**

To remove the Frozen Panes, press **Menu** → **View** → **Unfreeze Panes**.

Using **Freeze panes** at cell A1 will generate a frozen split in the middle of the visible sheet area.

Advanced Editing

Creating New Excel Documents (Full Edition Only)

New Excel documents can be created in one of two formats, 97-2003/2004 *.xls* (Microsoft® Office 2003/2004 and prior), or 2007-2008 *.xlsx* (Microsoft® Office 2007 & 2008).

New documents may be created from either the *welcome screen* by selecting **Create a new file…** or by pressing **Menu** → **File** → **New** while an Excel document is open.

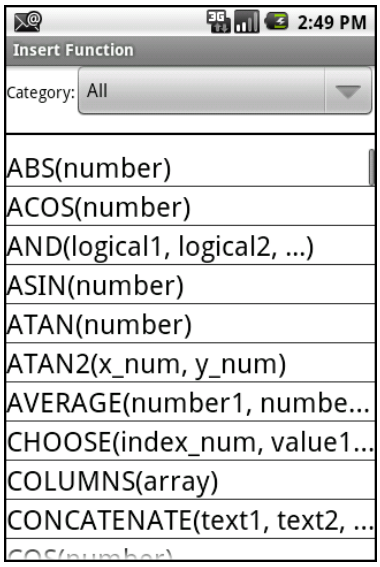
The default destination format of new files may be changed when an Excel file is open in Sheet To Go®.

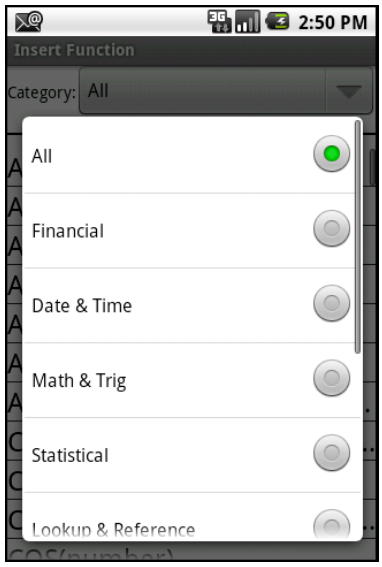
Press **Menu** → **More** → **Preferences** to open the preferences window, and choose the format for new Excel files *(takes effect when the next new document is created)*.

Inserting Functions

To insert a formula into a cell, select the cell and press **Menu** → **Insert** → **Function**.

Functions are sorted alphabetically in a complete list. Click the drop-down box and select a function group to choose to show only functions from a particular group:





Press a letter on the keyboard (if applicable) to jump to the functions in the list that start with that letter, and then select the function to input.

The function will be placed into the formula bar along with a cursor for editing the function.

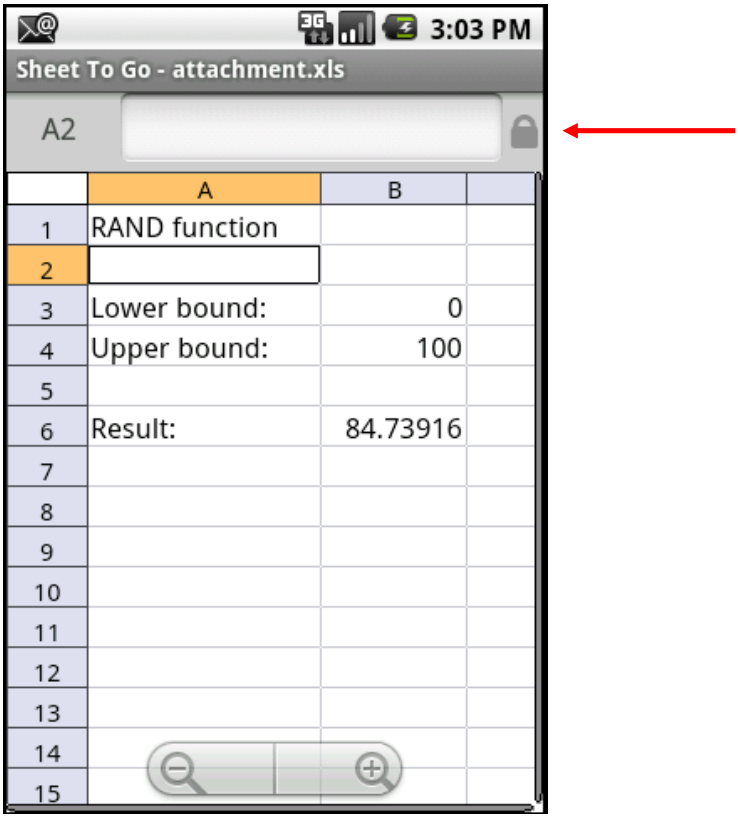
You can now edit the function (this works almost exactly as it does in Microsoft Excel) and press **OK** to save the formula to the cell and calculate a result.

Locked files

While most Excel functions are supported, files that contain unsupported functions will open as *locked*, meaning that you will not be able to edit the file.

When a file that contains an unsupported function or unsupported named range is opened, a popup indicating that the file contains unsupported content will appear briefly beneath the formula bar.

A small padlock icon will also be shown to indicate a locked file to the right of the formula bar:



If you attempt to edit the file, an error will appear with a list of cells containing unsupported functions.

You can edit the file in Excel on the desktop, and alter the listed cells so that they contain supported functions. You should then be able to edit the Excel file in Sheet To Go®.

Entering cell references

Similar to Excel on the desktop, cell references in functions may be manually entered, or may be selected from the grid while editing the function.

To insert a cell reference while editing a function:

1. Move the insertion point to the desired spot in the function by tapping in the appropriate location.
   Optional: Select the text you wish to replace
2. Press **Menu** → **Cell Reference.**
3. Focus will switch to the grid at the formula cell
4. Select the cell(s) you wish to use as the cell reference *(the cell in the formula bar will update as you do this)*
5. Click back on the formula bar to return focus there, with the cell reference now present.
6. Continue editing the formula, or press **Enter** to save changes.

Inputting Operators in Functions

While editing a function, press **Menu** → **Operators** to access a list of commonly used symbols in functions: ( ), +, -, *, /, =, <, >, <=, >=, <>, “, &, %, ^.

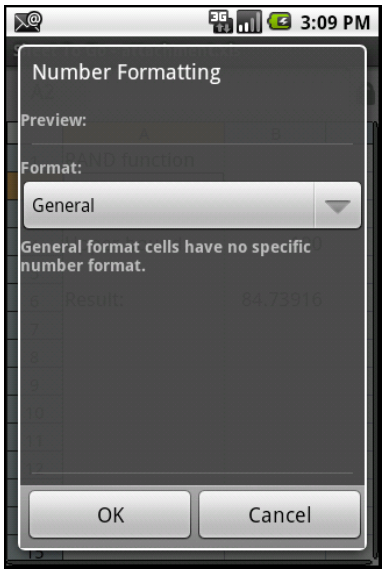
Select the symbol to input it into the formula and continue editing.

Operator symbols may also be selected using the standard **Symbols** button on the device keyboard.

Number formatting (Full Edition Only)

As in Excel, cell values can be formatted in a variety of ways to make cell data appear differently. For example, currency attributes can be applied to a number or a number can be made to have more decimal places, or shown in scientific notation.

To view the current number formatting applied to a cell or to change number formatting, select a cell(s) and press **Menu** → **Format** → **Number**.



Several categories of number formatting are available from the dropdown menu: General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom.

Each different category may have different attributes or options that can be applied to the cell being formatted.

A preview of what the data in the formatted cell will look like is shown at the top of the screen.

After choosing the desired format and options, press **OK** to apply formatting.

Number formats and options supported in Sheet To Go®

Number – Common type for integers and decimals

Decimal places - Choose from 0 to 30 decimal places to be shown in the cell

Use 1000 Separator – Display a comma between each three digits of the number

Negative numbers – Choose how negative numbers will appear in the cell

Currency – Formatting to show common money and foreign currency symbols

Decimal places – Choose from 0 to 30 decimal places to be shown in the cell

Symbol – Choose currency type to display in cell

Negative numbers – Choose how negative numbers will appear in the cell

Accounting – Show currency data in accounting style (more space between currency symbol and number)

Decimal places - Choose from 0 to 30 decimal places to be shown in the cell

Symbol – Choose currency type to display in cell

Date – Format dates according to chosen type

Time – Format times in different ways according to type

Percentage – Show a number preceded by a % symbol

Decimal places - Choose from 0 to 30 decimal places to be shown in the cell

Fraction – Numbers will appear as fractions rather than whole numbers according to chosen type

Text – Values will be formatted as plain text

Automatic formatting that may take place with numbers will not affect cells formatted with this attribute. For example, a function formatted as text will not calculate a result and will instead appear as originally entered.

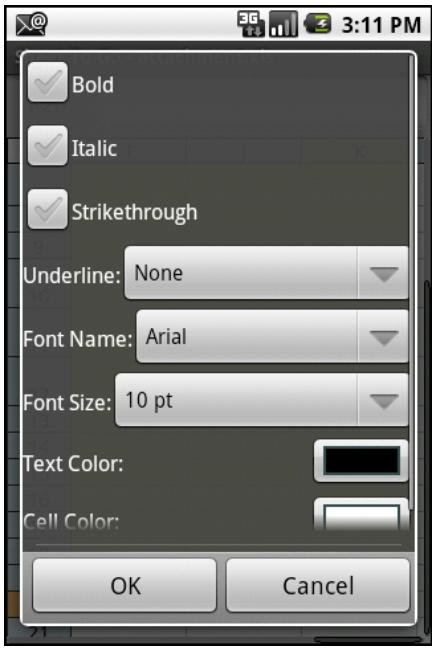
Special – Formatting available according to the current localization of Sheet To Go® (varies by selected language / region).

Custom - Non-standard formatting that uses specific formatting codes. See Excel for more details on Custom formats.

For more information on cell number formats, please see the Help in Microsoft Excel.

Cell formatting (Full Edition Only)

Sheet To Go® includes a number of options to change the visual effects shown in a cell. To apply cell formatting, select a cell(s) and press **Menu** → **Format** → **Cell**.



The following options may be applied to selected cells:

- Bold, Italic, Underline *(several types),* Strikethrough
- Font name
- Font size
- Horizontal & Vertical text alignment within a cell
- Cell color
- Text color
- Locked – If sheet is protected, this will cause a cell to behave according to sheet protection properties

Working with sheets (Full Edition Only)

Inserting new sheets and deleting existing sheets

To insert a new sheet, press **Menu** → **Insert** → **Sheet**. Input a name for the new sheet, or leave it as the default, and choose where to place the sheet in the workbook; then click **OK**. The new sheet will be inserted will be displayed automatically.

To delete an existing sheet, first navigate to the sheet **Menu** → **View** → **Worksheets**, and then press **Menu** → **More** → **Delete** → **Sheet** to remove the sheet from the workbook.

***Note**: Undo of inserting or deleting sheets is not supported.*

Sheet Formatting

To format a sheet, press **Menu** → **Format** → **Sheet**.

The sheet name may be changed in this dialog – *sheet name may neither be left blank nor be named the same as other existing sheets in the workbook*.

Protected Sheets

Sheets may also be protected and permissible actions applied here. First, enable sheet protection. Then choose which actions that a user is permitted to perform in the sheet:

- Select locked cells
- Select unlocked cells
- Format cells
- Format columns
- Format rows
- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows
- Sort
- Edit objects

Choose one or more options that users should be able to perform on the sheet, and then press **OK**.

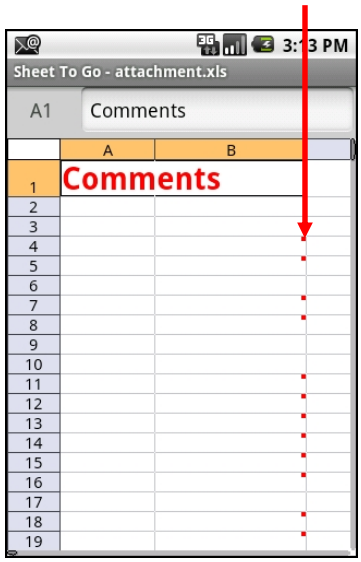
Protected Workbooks

Individual protected worksheets are supported and may be edited in Sheet To Go®. However, when protection is applied to an entire workbook it may not be edited, and will generate an error message when an edit attempt is made. In order to edit the file in Sheet To Go®, open the file in Excel on the desktop, disable workbook protection and save the file; you should now be able to edit the file in Sheet To Go®.

View and Editing Cell Comments

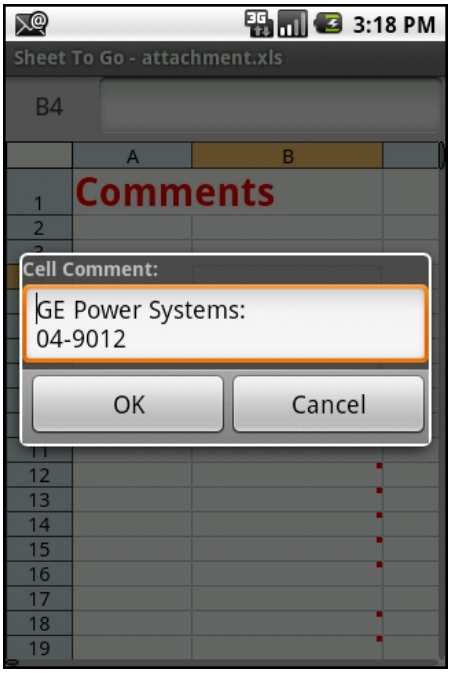
Cells that contain a comment are denoted with a red square in the upper right corner of the cell.

Comment indicator



To view comment text in a cell that contains a comment, select the cell and press **Menu** → **View** → **Cell Comment**.

The comment will appear in a new dialog, along with the author of the comment. Comment text can be selected, copied, and edited.



Editing Comments

To edit a comment, first open the comment for viewing; text edits to the comment may now be made.

Press **OK** to update the comment text.

***Note**: If* **Back** *is pressed, edits to the comment will not be saved.*

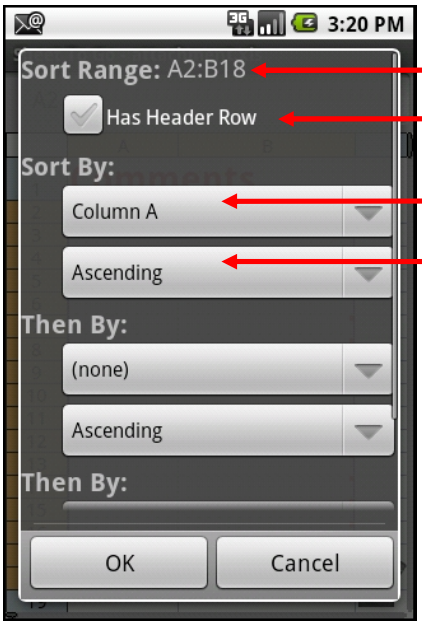
Insert a new cell comment (Full Edition Only)

To insert a new cell comment, first select the cell in the worksheet then press **Menu** → **Insert** → **Cell Comment**. If this is a new file, you may be prompted for your name and initials so they may be displayed in the comment. The current username and initials for cell comments in the file in Sheet To Go® may be changed by pressing **Menu** → **More** → **Preferences**.

Sorting (Full Edition Only)

Selected cell regions may be sorted similar to Excel.

To sort a region of data, first select the cells to be sorted. After selecting the data to sort, press **Menu** → **Format** → **Sort** to show the sort dialog:



Cells to sort

Enable labels on top of columns to be used as sort keys

Column to sort by

Direction of sort (ascending/descending)

Data may be sorted by up to three column-criteria at one time. You may choose one, two, or three columns on which the sort will proceed.

The selected cells will be sorted by the first 'Sort By' chosen, followed by the next two sort criteria in sequence.

When options have been chosen, press **Back** and **Save** changes when prompted to perform the sort.

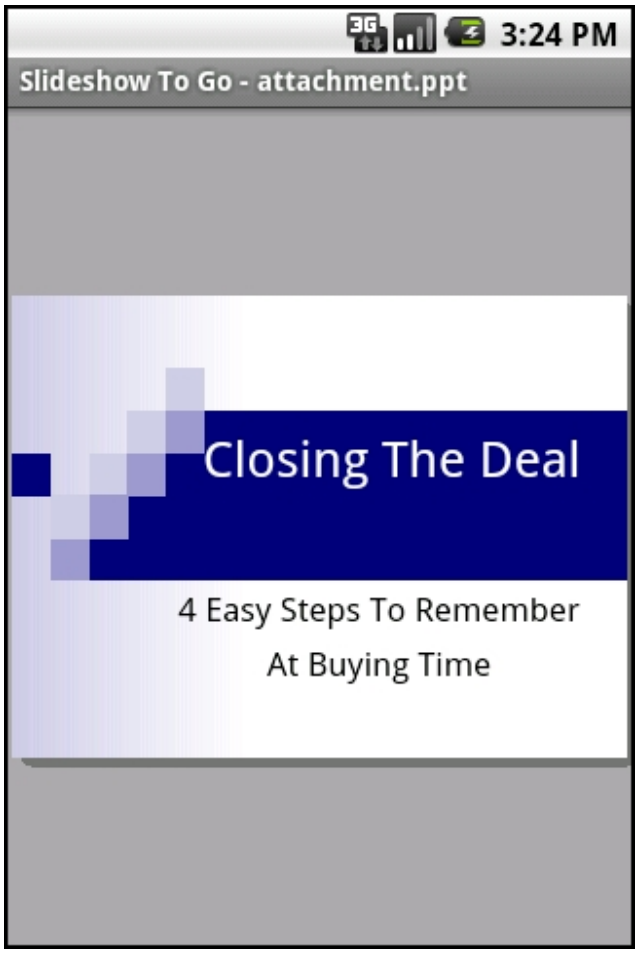
Sheet To Go® Preferences

Locale (location formatting) – This option will affect how certain numbers and date related information is shown in Sheet To Go®. Choosing locale will affect default currency and appearance in a sheet, decimal placement and appearance in numbers, as well as the format of dates and times. Changes take effect immediately after enabling this option and saving the changes.

Name & Initials – This name will appear by default in new cell comments. *(Note: You will also be prompted for this information upon the first creation/edit of a comment.)*

Slideshow To Go®

When a PowerPoint presentation is opened in Slideshow To Go® on the device, the first slide in the presentation will shown on the screen in *slide view* (with the exception of creation of a NEW file; more information under the new file creation section):



Navigating your presentation

To navigate between two slides in slide view, scroll in the direction of the next slide to be viewed (scroll up on to go toward the first slide in the presentation, scroll down to go towards the last slide in the presentation).

In addition to the trackball, press **Menu** → **View** → **Previous** / **Next Slide** to move to the respective slide in the presentation.

To jump to a specific slide, press **Menu** → **View** → **Go To Slide**.

A list of slides in the presentation will be shown. Select a slide title and click to jump to that slide.

Changing Zoom Levels

A number of options are available in Slideshow To Go® to enlarge the size of graphics and text in the slide: 75%, 100% *(default)*, 150%, 200%, Fit to Width, and Fit to Screen.

Fit to Width will expand the slide to the edges of the screen. Portions of the slide that are beyond the visible screen may be viewed by scrolling and panning.

Fit to Screen will resize the slide so that the entire slide fits within the size of the screen.

To change between zoom levels, **Menu** → **View** → **Zoom** and click the target zoom level; the zoom level will change in the document. Zooming into 'larger' levels *(such as 150%, 200%)* will enable you to pan around the slide.

Zooming out may allow you to see the overall slide layout more easily than panning around at closer zoom levels.

Opening a Presentation

Similar to Word To Go™, when a presentation is first opened, the presentation will load. The time it takes to load a presentation will depend on how large and complex it is. The status is displayed in the upper right hand corner of the screen as a progress bar, again similar to Word To Go.

During loading certain features in **Slideshow To Go®** are disabled, such as Editing. Individual slides show rendering progress along the bottom of a screen as a progress bar.

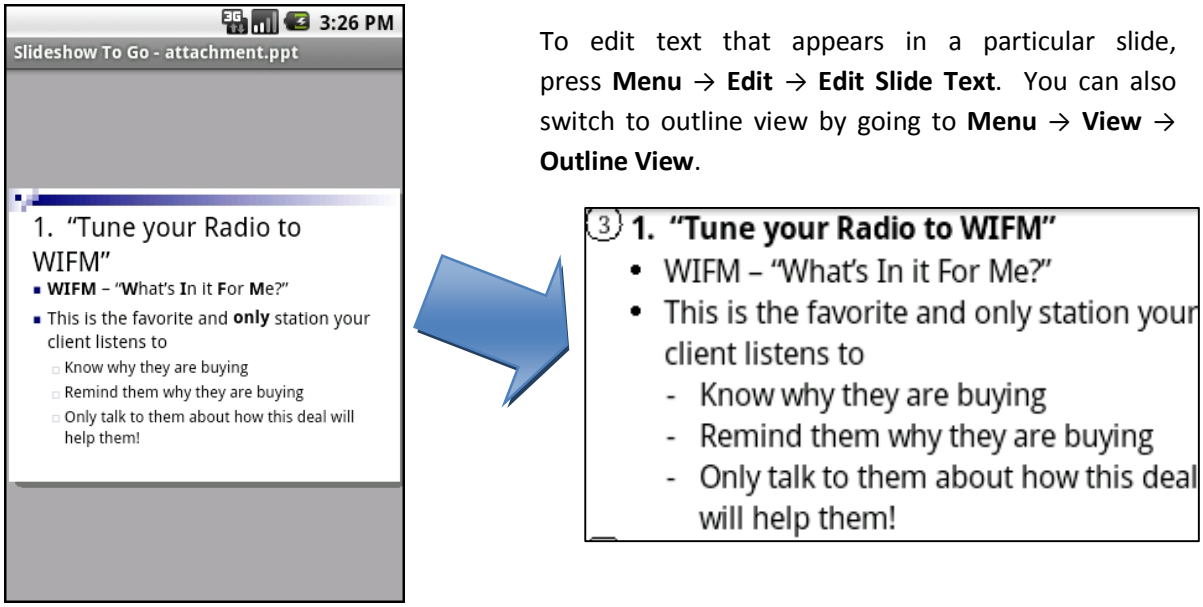
Editing Slide Text & Bullets (Full Edition Only)

To edit text that appears in a particular slide, press **Menu** → **Edit** → **Edit Slide Text**.

The slide will appear in an *outline* format, with text presented similar to the *Outline* tab in Microsoft® PowerPoint.

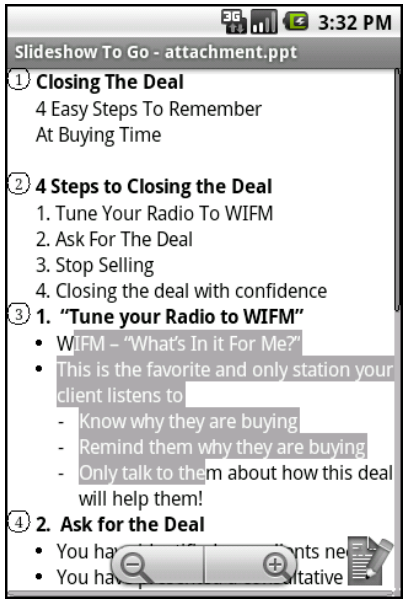
A cursor is present that will allow you to scroll to different slides, select text, and make basic edits to a slide.

To return to the slide view at any time, press **Back** on the device. If text edits were made, they will be shown when the slide reloads in slide view:


3:26 PM
Slideshow To Go - attachment.ppt
1. "Tune your Radio to WIFM"
WIFM – "What's In it For Me?"
This is the favorite and only station your client listens to
Know why they are buying
Remind them why they are buying
Only talk to them about how this deal will help them!
To edit text that appears in a particular slide, press Menu → Edit → Edit Slide Text. You can also switch to outline view by going to Menu → View → Outline View.
3
1. "Tune your Radio to WIFM"
WIFM – "What's In it For Me?"
This is the favorite and only station your client listens to
- Know why they are buying
- Remind them why they are buying
- Only talk to them about how this deal will help them!

Note: *Text and graphics may not be edited in slide view.*

Selection


3:32 PM
Slideshow To Go - attachment.ppt
1 Closing The Deal
4 Easy Steps To Remember
At Buying Time
2 4 Steps to Closing the Deal
1. Tune Your Radio To WIFM
2. Ask For The Deal
3. Stop Selling
4. Closing the deal with confidence
3 1. "Tune your Radio to WIFM"
• WIFM – "What's In it For Me?"
• This is the favorite and only station your client listens to
- Know why they are buying
- Remind them why they are buying
- Only talk to them about how this deal will help them!
4 2. Ask for the Deal

Text can be selected in Slideshow To Go® to perform basic editing operations, and to cut/copy/paste the selected text in the presentation.

Press the **Shift** key on your device, move the cursor to select text.

or

Enable **Selection Mode** via the menu, and then grow or shrink the selected area by tapping and dragging.

***Note**: The slide title and slide body text may not be selected at the same time; you may only select the slide title or the slide body contents individually.*

You can now edit the selected region, or press the **Back** button to cancel text selection mode and resume editing or navigation.

Cut/Copy/Paste (Full Edition Only)

Text may be cut/copy/paste from one area of a presentation to another from either the short or full menu. Selected text can also be copied from outside of Slideshow To Go®, and pasted into a PowerPoint document. Text can also be pasted from Slideshow To Go® to other applications on your device, such as new messages (text copied and pasted will not be formatted).

Slide Notes (Full Edition Only)

When viewing a slide in slide view, press **Menu** → **Notes** to show a small dialog that contains the notes added from PowerPoint. Slide notes may not be edited in Slideshow To Go®, but note text may be selected and copied.

While editing a PowerPoint file, a note indicator ( ) will appear to the RIGHT of the slide title if there is a note present for that slide.

Advanced Editing

Additional editing features exist to change slide text, and the number and order of slides in the presentation.

Creating New PowerPoint Documents (Full Edition Only)

New PowerPoint documents can be in one of two formats, 97-2003 *.ppt* (Microsoft® Office 2003 and prior), or 2007-2008 *.pptx* (Microsoft® Office 2007 & 2008).

New documents may be created from either the *welcome screen* by selecting **Create a new file…** or by pressing **Menu** → **File** → **New** while a PowerPoint document is open. A new file will be opened in outline view (rather than slide view).

Inserting New Bullets (Full Edition Only)

New bullets may be inserted below the current cursor position while editing slide text in a slide body. It is not possible to insert bullets into a slide title.

To insert a new bullet line of text, place the cursor at the position for the new bullet, and press **Menu** → **Insert**→ **New Bullet Item**.

A new line will be inserted with a new bullet on which you may enter text.

Change Bullet Indent Level (FullEdition Only)

You may increase or decrease the indent level of an existing bullet.

Place the cursor within the bullet you wish to alter and press **Menu** → **Format** → **Increase** / **Decrease Indent**.

The bullet will advance in the desired direction and the bullet's icon will also change to reflect the new indent level.

Successive indent levels have a different bullet icon than the previous indent level.

Select multiple lines of text and press **Menu** → **Increase** / **Decrease Indent** in order to increase each line's indent simultaneously.

Note: *Slideshow To Go® supports up to five levels of indent in a slide.*

Inserting and deleting slides

Slides may be inserted and deleted in presentations.

Delete Slide

Slides may be deleted while viewing or editing the slide in the presentation.

To delete the current slide press **Menu** → **Edit** → **Delete Slide**. Press **Back** and choose **OK** or **Cancel** in the following dialog to either delete the slide or return to the slide making no changes, respectively.

Insert Slide (Full Edition Only)

A new slide may be inserted after the present slide or while editing slide text. A new blank slide with a title and slide text field will be created, in the same theme as the current presentation. Do this by selecting **Menu** → **Insert** → **Insert Slide**.

A slide title and slide text can then be added to the blank slide.

Note: *It is not possible to alter the design layout of the new slide in Slideshow To Go®.*

Insert Duplicate Slide (Full Edition Only)

This function will create a copy of the current slide which will then be inserted after the current slide. The slide's theme and text will be the same as the slide from which it was inserted. Do this by selecting **Menu** → **Insert** → **Duplicate Slide**.

Slide Sorter

Slides in the presentation may be re-arranged in Slideshow To Go® by using the *slide sorter* function.

Press **Menu** → **Edit** → **Slide Sorter** to re-arrange slides.

Slides will appear with their title along with the numbered position in which they appear in the presentation. Select a slide title **Move Up** / **Down** from the resulting pop-up menu to change the slide's position.

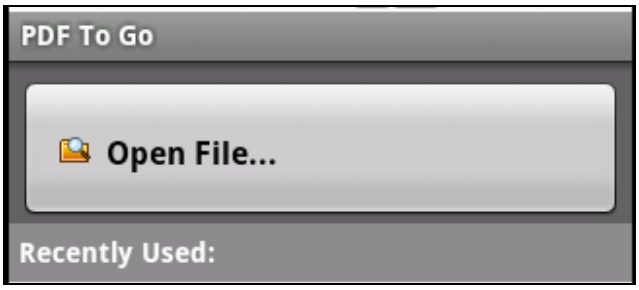
Once the slide order changes are made, press **OK** save changes to commit the new order (or press **Cancel** to exit the dialog, discarding any changes..

Note: *Changing the order of slides will re-load the presentation.*

PDF To Go® (Full Edition Only)

PDF To Go® allows Android users of Documents To Go™ Full Edition to open and view native PDF documents on their devices. PDF To Go® will present the full PDF with text and graphics when first opened.

***Note**: PDF To Go® does not support editing PDF files.*



Navigating a PDF document

Tap and drag to move to next or previous page. To jump to a specific page in the document, press **Menu** → **View** → **Go To Page**, select a page from the dropdown, and click **OK**.

Changing Zoom Levels

A number of zoom levels are available in PDF To Go® to enlarge the size of the text and graphics in a page: 25%, 50%, 75%, 100% *(default)*, 150%, 200%.

Fit to Width will expand the page to the edges of the screen. Vertical portions of the page that are beyond the visible screen may be viewed by scrolling or panning.

Fit to Screen will resize the slide so that the entire page fits within the size of the screen.

To change between zoom levels press **Menu** → **View** → **Zoom** and select the desired level; the screen will update to show the new zoom level.

Zooming out to smaller sizes (such as 25%-50%) may allow you to see the overall layout more easily than panning around at a higher zoom level.

While zoomed in, tap and drag to pan around the PDF page, and also advance to the next/previous page when a page boundary is reached.

View Modes

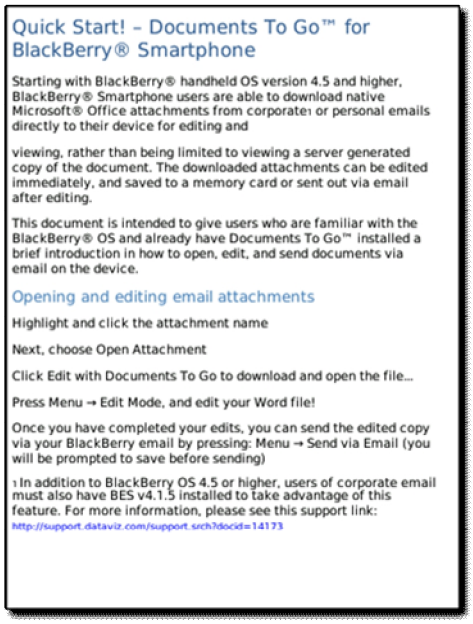
Two different methods of viewing a PDF are available:

Page View (default) – View the full text and graphics layout of the PDF document.

Word Wrap – Show the text of the page in a single column view for easier reading.

Page View

The same PDF with *Word Wrap* toggled



Quick Start! – Documents To Go™ for BlackBerry® Smartphone

Starting with BlackBerry® handheld OS version 4.5 and higher, BlackBerry® Smartphone users are able to download native Microsoft® Office attachments from corporate[1] or personal emails directly to their device for editing and

viewing, rather than being limited to viewing a server generated copy of the document. The downloaded attachments can be edited immediately, and saved to a memory card or sent out via email after editing.

This document is intended to give users who are familiar with the BlackBerry® OS and already have Documents To Go™ installed a brief introduction in how to open, edit, and send documents via email on the device.

Opening and editing email attachments

Highlight and click the attachment name

Next, choose Open Attachment

Click Edit with Documents To Go to download and open the file...

Press Menu → Edit Mode, and edit your Word file!

Once you have completed your edits, you can send the edited copy via your BlackBerry email by pressing: Menu → Send via Email (you will be prompted to save before sending)

[1] In addition to BlackBerry OS 4.5 or higher, users of corporate email must also have BES v4.1.5 installed to take advantage of this feature. For more information, please see this support link:
http://support.dataviz.com/support.srch?docid=14173

Search

Search for text within the PDF document. Start a Search by choosing **Menu** → **Edit** → **Search**. This will bring up a text entry field at the top of the screen. Once text is found, it will be highlighted in green; to go to continue searching the document, press the right arrow button next to the text entry field.

Text Selection

Choose **Menu** → **Edit** → **Select Text** enable text selection; the cursor will change to indicate that selection is possible, and you can now tap and drag to select text. As soon as you lift your finger the selected text automatically gets copied to the clipboard.

Bookmarks

Choose **Menu** → **View** → **Bookmarks** to view all existing bookmarks in the current document. Select the desired bookmark to jump to that spot in the document.

Appendices

Appendix A – File Support

File Format Support

Password protected documents (Full Edition Only)

File Properties

Appendix B – Common

Menus

Undo and Redo actions in a document

Document Recovery

Preferences

InTact Technology™

Appendix A – File Support

File Format Support

Documents To Go supports most Microsoft Office formats for Word, Excel, and PowerPoint:

- Word 97, 2000, X, XP, 2003, 2007 for Windows
- Word 98, 2001, 2004, 2008 for Macintosh
- Excel 97, 2000, X, XP, 2003, 2007 for Windows
- Excel 98, 2001, 2004, 2008 for Macintosh
- PowerPoint 97, 2000, X, XP, 2003, 2007 for Windows
- PowerPoint 98, 2001, 2004, 2008 for Macintosh

Documents To Go does not officially support documents created or edited with Open Office, Star Office, or other non-Office 'compatibility' formats. While these files may open in Documents To Go, it is not recommended to use these files with Documents To Go.

File formats may be distinguished based on the file extension and icon for that file in Documents To Go:

Example: Word 2007-2008 *(top)* vs. Word 97-2004 *(bottom)*

PDF To Go® includes support for the most commonly created PDF types as well as for faxes sent as PDF attachments using *eFax.com*, *MyFax.com*, *RightFax.com* & others.

File Properties

View details such as file name, size and creation date by opening the file and pressing **Menu → More → Properties**.

Password protected documents (Full Edition Only)

Word and Excel

Documents To Go supports the default password protection for Word and Excel documents that are saved with a password to open the file in some versions of Microsoft® Office. The default RC4 based document encryption is supported in the following Office formats:

- Word 97, 98, 2000, 2001, X, XP, 2003, 2004
- Excel 97, 98, 2000, 2001, X, XP, 2003, 2004

PowerPoint

PowerPoint documents with a password to open are not supported and cannot be opened with Documents To Go.

***Note**: Office 2007/2008 password protected documents are not currently supported and cannot be opened with Documents To Go.*

When a document with supported password protection is opened, a dialog will prompt for the password to open the document.

Once the correct password is entered, click **OK**, and the document will be decrypted and opened.

You will receive an error for documents protected with unsupported encryption types.

PDF

PDF To Go® supports opening PDF files with common encryption and data protection standards:

- Open RC4 and AES encrypted PDF files and attachments
- Password-protected to open PDF files and attachments

Appendix B – Common

Menus

Pressing the hardware **Menu** button will display the full menu that contains all options in Documents To Go.

Tapping and holding on the screen while viewing a document will display a short menu that contains a limited number of common editing or navigation options.

Undo and Redo actions in a document

You may undo and redo most editing actions performed in an open document by pressing **Menu** → **Edit** → **Undo** / **Redo** for each action you wish to undo or redo. Some actions, such as performing a Save operation, cannot be undone.

Document Recovery

If a crash is encountered while editing (either due to a problem in Documents To Go™, or if for some reason your device reboots unexpectedly while editing), it may be possible to recover your document edits made in Documents To Go™. When you re-open the application after a failure, you will be prompted to recover changes, or to discard your edits made prior to the failure. The application will attempt to recover your edits; when recovery is complete, press **Menu** → **File** → **Save** to commit recovered changes to the document.

Preferences

Format for new files – Change this option to switch between formats of new files created in Documents To Go. This option will not take effect until a new document is created after this option is altered.

InTact Technology™

Some features and formatting found in Microsoft Word, Excel, and PowerPoint on the desktop are not supported in Documents To Go.

Formatting or features in documents that don't appear in Documents To Go will be preserved in the file after editing on the via InTact Technology. InTact Technology allows handheld editing without the loss of complex file formatting. Please see this link for more details:

http://www.dataviz.com/products/documentstogo/android/intact.html